

LEBANON COUNTY PRISON BOARD MEETING AGENDA

Location:

*Lebanon County Correctional Facility
730 E. Walnut St.
Lebanon, PA 17042*

Wednesday, March 20, 2024

Call To Order

Pledge of Allegiance

Public Comment

Approval Of Minutes From February 21, 2024

Report From The Warden

Report From Deputies/Departments

***Currently there is no Deputy Warden of Operations**

Open Business

Adjournment

NOTE: *In the interest of mutual respect and order,*

- Those in attendance are asked to refrain from private conversation.*
 - Any person in attendance with a question or comment is asked to be recognized by the Chair.*
- Thank you.*

Visit www.lebcounty.org to view Commissioners meeting in its entirety.

LEBANON COUNTY PRISON BOARD

MINUTES

Wednesday, February 21, 2024

11:30 A.M.

The Lebanon County Prison Board was called to order at 11:30 a.m. by Commissioner Kuhn.

The following Board Members were present:

Robert J. Phillips, County Commissioner
Michael J. Kuhn, County Commissioner
Jo Ellen Litz, County Commissioner
Robert M. Mettley, Controller
Jeffrie Marley, Sheriff

The following Board Members were absent:

Pier Hess Graf, District Attorney
Jeffrie Marley, Sheriff

Public Comment (s): John Rose inquired about any progress that has been made regarding ventilation improvements to prevent moisture-related mold and mildew.

Beth Aminov requested an update on heating and hand soap dispensers.

Warden Litz responded that Block 4 and Block 5 will be looked at in March. Updates will be given at the March Prison Board meeting. Litz stated that the boiler system has been repaired and CGL is working with Purchasing Agent, Danielle Emerick on getting bids on the heating unit due to the cost. Warden Litz said she is still working on the soap dispensers and at this time she is not sure that it's a need for people to donate, as she talked with other Wardens who have tried this method. Warden Litz said she is in contact with her Commissary and is still trying to see what is the most cost-effective.

Ms. Aminov inquired if the County has considered that it's time to build a new facility that meets all the needs.

Joseph Duke asked if the jail has a "depreciation plan" to ascertain the condition of the building and equipment.

Warden Litz stated that the maintenance contractor, CGL, provided a condition report for certain systems for purposes of 2024 budgeting. Some repairs and replacements are underway due to that.

Ms. Aminov stated that it's not just the facility but the programs that are offered for rehabilitation and correction.

Joseph Duke spoke about Jubilee Ministries programs and pointed out that they do not offer mental health treatment programs.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the minutes of the January 17, 2024 meeting. Vote unanimous.

Tina Litz, Warden, submitted written reports of her activities for the month of January 2024. The Board reviewed this report.

Tina Litz, Warden, reported the average daily inmate population for January was 282.39. The Board reviewed this report.

Written reports on the commissary and the canteen were submitted by Rebekah Bowsman, Fiscal Technician. The commissary average weekly sales for a five (5) week operating period, during the month of January 2024 were \$2,847.62, commission amount from December was \$4,302.64.

Rebecca Davis, Deputy Warden of Treatment, submitted a written report for the month of January 2024. The Board reviewed this report.

Capt. Daniel Waltz, Director of Security, submitted a written report giving his activities for the month of January 2024. The Board reviewed this report.

Edward Potter, Director of Training, submitted a written report giving his activities for the month of January 2024. The Board reviewed this report.

Robert Gibson, Detail Officer, submitted a written report. The Detail Section worked a total of 1,330 hours during the month of January 2024. The Board reviewed this report.

Sgt. Edward Bartashus, Kitchen Sergeant, submitted a written report for the month of January 2024 giving a breakdown of cost of meals served and items donated.

Ray Arnold, Director of Work Release, submitted a written report for the month of January 2024. Mr. Arnold reported that there are nine (9) inmates employed within the community on the work release program and three (3) inmates seeking employment. A total of six (6) travel passes were issued during this period. The Board reviewed this report.

Rev. Marilyn Nolte, Chaplain Manager, submitted a written Chaplain's report for the month of January 2024. The Board reviewed this report.

A 2024 Statistical Summary Report from PrimeCare Medical was submitted.

CGL, submitted a written building maintenance report for the month of January 2024. CGL completed three hundred and twenty-four (324) work orders during this period. The Board reviewed this report.

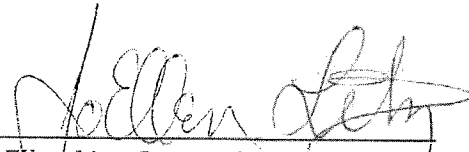
Stephanie Warner, Teacher from Lancaster-Lebanon Intermediate IU13, submitted a written monthly report on the High School Age Education Program for January 2024. Total students enrolled in the Emotional Support (E.S.) Program was zero (0) and the Alternative Education Program was five (5) students. The Board reviewed this report.

Ken Travis, High School Equivalency Instructor from Lancaster-Lebanon Intermediate IU13, submitted a written monthly report on the Community Education Program for January 2024. Total sessions to prepare students for the HiSET exams was thirty (30) and the fifteen (15) request slips were received. The Board reviewed this report.

Commissioner Litz requested the policy on Medicaid for inmates as to whether or not Probation offers night hours for inmates. Incarcerated individuals are not eligible for Medicaid, except juveniles. Warden Litz, deferred to Probation Chief Audrey Fortna regarding hours of the Probation Department as inmates do not report to Probation until they are released from jail.

Tom Weber, CEO, PrimeCare Medical, gave updated statistics on mental health population, drug treatment, and other services provided by PrimeCare.

Meeting Adjourned.



Jo Ellen Litz, County Commissioner
Secretary

Next meeting: March 20, 2024

Lebanon County Correctional Facility

730 East Walnut Street
Lebanon, PA 17042
Telephone: 717 274-5451
Fax: 717 274-1338



Tina M. Litz,
Warden

Vacant
Deputy Warden of Operations

Ray Arnold
Director of Work Release

Rebecca Davis,
Deputy Warden of Treatment

Dan Waltz,
Captain of Security

PRISON BOARD MARCH 1, 2024	TOTAL	MALE	FEMALE
NUMBER OF INMATES AS OF FEBRUARY 29, 2024	309	261	48
AVERAGE DAILY POPULATION FEBRUARY	305.41	258.38	47.03
NUMBER OF INMATES RECEIVED	126	101	25
NUMBER OF INMATES RELEASED	111	86	25
HIGHEST COUNT	309 27 th , 28 th , 29 th	262 20 th	49 1 st , 27 th , 28 th ,
LOWEST COUNT	287 3 rd	242 3 rd , 4 th	43 17 th , 18 th , 19 th , 20 th
NUMBER OF UNSENTENCED INMATES	84	80	4
NUMBER OF INMATES ON WORK RELEASE	15	10	5
NUMBER OF INMATES ON DETAIL	21	16	5
NUMBER OF STATE SENTENCED INMATES	9	8	1
NUMBER TRANSFERRED TO STATE PRISON	4	4	0
NUMBER OF FEDERAL INMATES	0	0	0
NUMBER OF OUT-OF-COUNTY INMATES	4	--	--
NUMBER OF PAROLE/PROBATION VIOLATORS	84	66	18
BREAKDOWN OF COMMITMENTS:			
NEW CHARGES	38	--	--
PROBATION VIOLATION	11	--	--
PAROLE VIOLATION	14	--	--
<i>Number of Parole/Probation Violators on new Temporary Detainer Policy—Hot Urine Alc/Drug Use</i>	0	0	0
FINES & COSTS BENCH WARRANT/SENTENCE	13	--	--
OTHER LEBANON BENCH WARRANTS	19	--	--
OUT OF COUNTY BENCH WARRANTS	4	--	--
D.J. SENTENCE	2	--	--

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SENTENCED BY COURT OF COMMON PLEAS	9	--	--
WRITS FROM OTHER COUNTIES	5	--	--
DOMESTIC BENCH WARRANTS/SENTENCE	11	--	--
INMATES IN OTHER COUNTIES ON WRITS	3	--	--
IN LCCF ON WRITS FROM OTHER FACILITIES	7	6	1
IN LCCF ON WRITS AND RETURNED	3	2	1

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CANTEEN - SAVINGS/CHECKING ACCOUNT MONTH OF FEBRUARY 2024

<u>SAVINGS ACCOUNT:</u>	<u>DESCRIPTION:</u>	<u>AMOUNT</u>	<u>TOTAL</u>
BEGINNING BALANCE AS OF:	<u>February 1, 2024</u>		24,713.56
Commissary sales, colored pencils, headphones	January 2024	13,636.59	
CR - Barber, commit packs, indigent packs	10/1/23-12/31/23	3,130.84	
Securepak commission	December 2023	3,590.21	
Commissary sales, colored pencils, headphones	February 2024	12,328.53	
Securepak Commission	January 2024	5,093.47	
Interest Applied		3.86	
TOTAL DEPOSITS INTO SAVINGS			37,783.50
TOTAL FUNDS AVAILABLE	Beginning Balance + Total Deposits		62,497.09
TOTAL TRANSFER TO CHECKING FROM SAVINGS			32,268.68
ENDING BALANCE AS OF:	<u>February 29, 2024</u>		30,228.38
ENDING BALANCE ON: 2/28/2023	Comparison of Last Years Ending Balance		45,859.85
<u>CHECKING ACCOUNT:</u>			
BEGINNING BALANCE AS OF:	<u>February 1, 2024</u>		200.00
TOTAL DEPOSITS INTO CHECKING			32,268.68
TOTAL FUNDS AVAILABLE			32,468.68
<u>DISBURSMENTS:</u>	<u>NON-STORE</u>		
Charm-Tex	Inmate sandals	5,762.81	
Thomson Reuters	Law library	2,075.39	
JDM Outlet	Banker boxes	313.44	
Lebanon County Police Combat Pistol Club	Range fees	300.00	
Ed Potter Reimbursement	Binders	116.49	
Dan Waltz Reimbursement	Postage	18.94	
PAC Industries	Washer	12,955.99	
Personal Protection Consultants	Training class for Ed Potter	598.00	
Seven Mountains Media	Recruitment	840.00	
Guardian RFID	Inmate IDs	925.00	
Myerstown Community Training Center	AHA, CPR, First aid class	170.00	
TOTAL NON STORE DISBURSEMENTS			24,076.06
<u>DISBURSMENTS:</u>	<u>STORE</u>		
Keefe Commissary - commissary sales, facility orders	January 2024	8,192.62	
TOTAL STORE DISBURSEMENTS			8,192.62
TOTAL OF ALL DISBURSMENTS INTO CHECKING	Non-Store + Store		32,268.68
ENDING BALANCE AS OF:	<u>February 29, 2024</u>		200.00

Respectfully Submitted,
Rebekah Bowsman, Fiscal Assistant

Lebanon County Correctional Facility



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Tina Litz,
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Ray Arnold,
Director of Work Release
Daniel Waltz
Captain of Security

COMMISSARY REPORT

MONTH OF FEBRUARY 2024

	<u>FEB 2024</u>	<u>FEB 2023</u>
OPERATING WEEKS:	4	4
NUMBER OF ORDERS:	387	325
AVERAGE WEEKLY ORDERS:	97	81
SALES:	\$ 12,613.20	\$ 10,688.73
LESS EXPENSES (CREDITS):	\$ -298.12	\$ -787.40
TOTAL SALES:	\$ 12,315.08	\$ 9,901.33
AVERAGE WEEKLY SALES:	\$ 3,153.30	\$ 2,672.18
COMMISSION MONTH OF JAN:	\$ 5,445.34	\$ 3,417.75

Respectfully Submitted,

Rebekah Bowsman, Fiscal Assistant

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
, Deputy Warden - Operations
Rebecca A. Davis, Deputy Warden - Treatment
Ray H. Arnold, Director of Work Release
Daniel J. Waltz, Capitan of Security

730 E. Wanut
Lebanon, Pa.
Phone: 717-2
FAX: 717-274

MONTHLY PRISON BOARD REPORT

DATE:

REPORT FROM: 2/1/24 to 2/29/24

	<u>CURRENT</u>	<u>YEAR TO DATE</u>
CONSUMABLE	\$ 4,393.60	\$ 13,688.44
MEATS	\$ 2,687.82	\$ 3,765.68
DAIRY PRODUCTS	\$ 3,364.20	\$ 6,008.10
BAKED PRODUCTS	\$ 4,416.00	\$ 8,144.00
GROCERIES	\$ 12,280.94	\$ 27,643.51
FRESH FRUITS & VEGETABLES	\$ 1,309.50	\$ 2,911.50
TOTAL	\$ 28,452.06	\$ 62,161.23
VALUE OF USDA	\$ -	\$ -
LAUNDRY COSTS	\$ -	\$ 275.18

BREAK DOWN OF COSTS MEALS SERVED

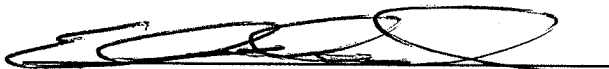
STAFF	2,040	4,240
INMATE POPULATION	26,199	52,032
GUESTS	-	-
CENTRAL BOOKING LUNCHES	150	312
TOTAL MEALS SERVED	28,389	56,584
COST PER PERSON PER MEAL	\$ 1.00	\$ 1.10
COST PER PERSON PER DAY	\$ 3.01	\$ 3.30

DATE

DONATED BY:

2/1/23 Calvary Chapel 3 skids assorted product
2/8/23 Calvary Chapel 4 skids assorted product
2/12/23 Bills Produce 2 cases of apples
2/15/23 Calvary Chapel 3 skids assorted product
2/18/23 Caring Cupboard 1 skid assorted product
2/21/23 Caring Cupboard 3 skids assorted product
2/22/23 Calvary Chapel 2 skids assorted product
2/29/23 Calvary Chapel 4 skids assorted product
2/29/23 Lebanon county Christian ministries 4 cases of lettuce

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Ed Bartashus', with a horizontal line drawn underneath it.

Sgt. Edward Bartashus, Culinary Supervisor

Lebanon County Correctional Facility

730 East Walnut Street
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Fax: 717 274-1338



Tina M. Litz,
Warden

Deputy Warden of Operations
Rebecca Davis,
Deputy Warden of Treatment

Ray Arnold
Director of Work Release
Daniel Waltz,
Captain of Security

To: Lebanon County Prison Board

From: Tina M. Litz, Warden

Re: March 2024 Prison Board

2-1-24 through 2-29-24

2-01-24: Completed warden daily tasks, participated in a TEAMS meeting regarding SAM.gov grants, met IT to discuss two areas of operational concern. Began meeting with departments to prepare for the 2025 DOC inspection.

2-02-24: Completed warden daily tasks, met with the Captain of Security to discuss MAT operations, reviewed policy.

2-05-24: Completed warden daily tasks. Attended CJAB meeting, conducted meetings with staff. Toured the block 5 yard project areas.

2-06-24: Completed warden daily tasks, met with CGL discuss operational updates, attended a labor management meeting.

2-07-23: sick

2-08-24: Completed daily warden tasks, attended monthly CGL meeting, conducted an administrative meeting this date.

02-09-24: Completed daily warden tasks, conducted an administrative meeting this date, met with Sgt. Gibson to discuss detail department projects, reviewed promotional names and networked with HR regarding such. Toured male out mate.

2-12-24: Completed daily Warden tasks, DWO Giles resigned, touched base with CCAP and attorneys regarding litigation cases, participated in the TEAM MISA zoom, CGL had their inspection and received a 100 percent.

2-13-24: Completed warden daily tasks, Toured block 5.

2-14-24: Completed warden daily tasks, participate in a personnel call, and a TEAM MISA zoom.

2-15-24: Completed daily warden tasks, attended an administrative meeting worked on the Department of Corrections General Information Report.

2-16-24: Completed warden daily tasks, assisted In the Work Release Assistant-Counselor interviews. Toured kitchen due to updated cleaning and painting.

2-19-24: Holiday

02-20-24: Completed daily warden tasks, attended monthly chiefs' meetings, responded to requests, and appeals. Introduction of new academy class.

2-21-24: Completed daily warden tasks, attended monthly CQI and prison board meetings.

02-22-24: Completed daily warden tasks, attended and administrative meeting to review grievances and admin seg reviews, participated in a zoom with CCAP and Attorney.

02-23-24: Completed daily warden tasks, conducted office support interviews, networked with Human Resources regarding union matters,

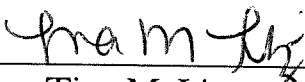
02-26-24: Completed daily warden tasks, conducted office support interviews, ran backgrounds.

02-27-24: Completed daily warden tasks, met with CGL and detail discuss operational needs, reviewed files, networked with Human Resources regarding union matters. Toured RHU, DORM, MIU and Block 2.

02-28-24: Completed daily warden tasks, toured RHU during the operational cleaning, networked with Human Resources regarding union matters. Toured O/m , block 6 and Block 5 units.

02-29-24: Completed daily warden tasks, updated prison board report.

Respectfully Submitted,



Tina M. Litz
Warden

Lebanon County Correctional Facility



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Tina M. Litz,
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James Giles,
Deputy Warden of Operations
Rebecca Davis,
Deputy Warden of Treatment

Ray Arnold,
Director of Work Release
Daniel Waltz
Captain of Security

To: Lebanon County Prison Board
From: Rebecca Davis, Deputy Warden of Treatment
Re: February 2024 Prison Board
2-1-24 through 2-29-24

2-1-24: Completed daily DW of Treatment tasks, attended administrative meeting, attending a meeting with ReNew program for pregnant woman
2-2-24: Completed daily DW of Treatment tasks, completed parole recommendations, answered inmate grievances
2-5-24: Completed Daily DW of Treatment tasks, assisted with disciplinary board hearings
2-6-24: Completed Daily DW of Treatment tasks, handed out white clothing to indigent inmates
2-7-24: Completed Daily DW of Treatment tasks, handed out white clothing to indigent inmates, review LCCF policies
2-8-24: Completed daily DW of Treatment tasks, answered inmate grievances, completed parole recommendations
2-9-24: Completed daily DW of Treatment tasks, attended administrative meeting
2-12-24: Completed daily DW of Treatment tasks, attended MISA meeting, attended IDT meeting with Prime Care mental health
2-13-24: Emergency Vacation Day
2-14-24: Completed daily DW of Treatment tasks, attended MAT call hosted by PA DOC
2-15-24: Completed daily DW of Treatment tasks, attended administrative meeting
2-16-24: Completed daily DW of Treatment tasks, held interviews for the work release assistant counselor position
2-19-24: County Holiday
2-20-24: Completed daily DW of Treatment tasks
2-21-24: Completed daily DW of Treatment tasks, attended CQI meeting with Prime Care, attended prison board
2-22-24: Completed daily DW of Treatment Tasks, attended administrative meeting
2-23-24: Completed daily DW of Treatment Tasks, OIC checks in Blocks 1, 2, and 3
2-26-24: Completed daily DW of Treatment tasks, OIC checks in Block 5 alpha section
2-27-24: Completed daily DW of Treatment tasks, OIC checks in Block 4 and 6 upper and lower
2-28-24: Completed daily DW of Treatment tasks, answered inmate grievances
2-29-24: Completed daily DW of Treatment tasks, attended administrative meeting, completed various tasks surrounding inmate tablets.

Lebanon County Correctional Facility



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Telephone: 717-274-5451
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Tina M. Litz,
Warden

James Giles,
Deputy Warden of Operations
Rebecca Davis,
Deputy Warden of Treatment

Ray Arnold,
Director of Work Release
Daniel Waltz
Captain of Security

February 2024: Counselors continue to meet with the inmate population to discuss questions and concerns they have during their incarceration. The counselors continue to connect inmates with attorneys, probation/parole, children and youth, SARCC, various other in-county and out of county agencies and re-entry programs. In the month of February 2 rounds of GED testing were held thanks to Lebanon IU-13

Number of DNA's done for the month: 10

Number of grievances for the month: 6

Approximate number of request slips completed: 1,200, Intakes of new commitments: 60, Public Defender applications: 19

Respectfully,

A handwritten signature in black ink, appearing to read "Rebecca Davis", with a stylized flourish at the end.

Rebecca Davis
Deputy Warden of Treatment

Lebanon County Correctional Facility



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Fax: 717 274-1338

Vacant,
Deputy Warden of Operations
Rebecca Davis
Deputy Warden of Treatment

Tina Litz,
Warden
Ray H. Arnold,
Director of Work Release
Daniel Waltz,
Captain of Security

March 20, 2024

To: Lebanon County Prison Board
From: Ray H. Arnold, Director of Work Release
Subject: Monthly Prison Board Report.
Re: 02/01/2024 – 02/29/2024

BOARD MEMBERS:

Please be advised that the following has transpired since the last meeting of the prison board.

PARTICIPANTS

	February 2024	February 2023
Inmates Employed in the Community:	16	15
Inmates added to the Program:	08	08
Inmates removed from the Program:	01	01
Removed for a Major Misconduct:	00	00

REQUEST SLIPS / COUNSELING

	February 2024	February 2023
Request Slips:	110	73
Intakes:	0	0

WORK RELEASE AVAILABILITY / TRAVEL PASSES

	February 2024	February 2023
Inmates Seeking Employment:	6	01
Total Number of Travel Passes (TP):	14	11
Travel Passes for Employment:	12	01
Travel Passes for Work Related Items:	02	02
Travel Passes for Medical Apps.:	0	0
Travel Passes for Legal Matters:	0	0
Travel Passes for D & A Therapy:	0	0

FINANCIAL STATUS

	Month of February 2024	Year to date 2024
AMOUNT RECEIVED	\$14,584.73	\$30,031.39
ROOM AND BOARD	\$5,215.69	\$8,980.40
FINES AND COSTS	\$4,397.50	\$7,576.50
DISTRICT JUSTICES	\$0.00	\$40.00
PROCESSING FEE	\$150.00	\$310.00
DRUG TESTING	\$430.00	\$780.00
SUPERVISION FEE	\$860.00	\$1,560.00
MONEY DEDUCTED	\$11,053.19	\$19,236.90
INMATE BALANCE	\$9,369.04	\$16,631.99
COST RECOVERY - Room & Board RB	\$519.89	\$787.52

OIC CHECKS OF FACILITY AND GROUNDS:

Conducted OIC Checks on the following dates: Week of 02/04/2024 and 02/1/2024.

Staff Incidents

Assigned to investigate staff for policy violations. Assisted Captain of Security Waltz.

Hiring Board

Assisted in the interview process for Promotional Board for Lance Corporal and private First Class.

MEETINGS

Attended Prison Board Meeting.

Attended Administration meetings – Discussion Prison Operations

Prison Operations

Assisted with Prison Operations throughout the month.

Worked with the Lebanon County IT Department to in preparation for computer update/ exchange.

On Call Warden

Worked as on call Warden this month.

Work Release

Work Release Classification was held this month, 14 approved.

Assisted Inmates with employment placement.

Met with two new employment sites for Inmates on work release to be employed.

- Night and Day Diner.
- Ruby Tuesdays

Inmates Added to the Work Release Program for the month of November.

Gentile, Catrina
McGinity, Ryan
Navero, Juan
Feliciano, Jose
Fisher, Jason
Witherson-Jones, Mia
Kvergass, Francis
Hoffer, Nicole

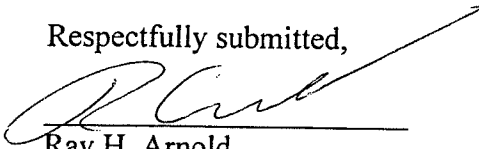
Hearth Restaurant
Texas Roadhouse
Colonial Craft Kitchens
Weidles Sanitation
Royal Green Recycling
Night and Day Diner
Uni-temp
Ruby Tuesdays

Inmates removed/released from the Work Release Program.

Kreider, Tony

County Parole

Respectfully submitted,



Ray H. Arnold
Director of Work Release

LEBANON COUNTY CORRECTIONAL FACILITY


Tina M. Litz, Warden
Deputy Warden – Operations
Becky Davis, Deputy Warden – Treatment
Raymond Arnold, Director of Work Release
Daniel J. Waltz Captain of Security

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March 4, 2024

Prison Board Report for February 2024

2-1-2024	Assisted Director Potter with Video Camera/ EBID for new Cadets.
2-2-2024	Assisted Director Potter with BCOT Class.
2-5-2024	Assisted Director Potter with Cell Extraction class for new Cadets.
2-6-2024	Attended a Labor Management meeting. Various topics were discussed. Proctored a Promotional test for Private First Class/ Lance Corporal.
2-7-2024	Proctored Promotional test for absent staff that submitted a letter of interest for promotion. Reviewed Promotional tests.
2-8-2024	Conducted Interviews of staff members for promotion for Private First Class/ Lance Corporal.
2-9-2024	Completed and filed Paperwork. Submitted results of the promotional process to the Warden for review. Female fence project was started for upgrades.
2-12-2024	Assisted Director Potter with Firearms class for the new cadets.
2-13-2024	Posted for the vacant Medical Officer position.
2-14-2024	Assisted Director Potter with Firearms class for the new cadets.
2-15-2024	Attended an administrative meeting. Various topics were discussed.
2-16-2024	Assisted Director Potter with Oleoresin Caspian Class for new cadets.
2-19-2024	Holiday
2-20-2024	Attended a Safety Meeting with the County. Various topics were discussed.
2-21-2024	Personal Day.
2-22-2024	Attended a meeting with Attorney McMain concerning a use of Force lawsuit. The lawsuit was settled prior to trial.
2-23-2024	Completed and filed paperwork. Reviewed the female fence project to ensure proper security integrity.
2-26-2024	Completed and filed paperwork.
2-27-2024	Utilized ½ day of comp time.
2-28-2024	Personal Day.
2-29-2024	Attended Administrative meeting. Various topics were discussed.



Captain Daniel J. Waltz

LEBANON COUNTY CORRECTIONAL FACILITY

Tina M. Litz, Warden
Deputy Warden – Operations
Rebecca Davis, Deputy Warden – Treatment
Ray Arnold, Director of Work Release
Daniel Waltz, Director of Security
Edward Potter, Director of Training

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To: Prison Board
From: Director of Training, Edward Potter Jr.
RE: February Report

February 2024

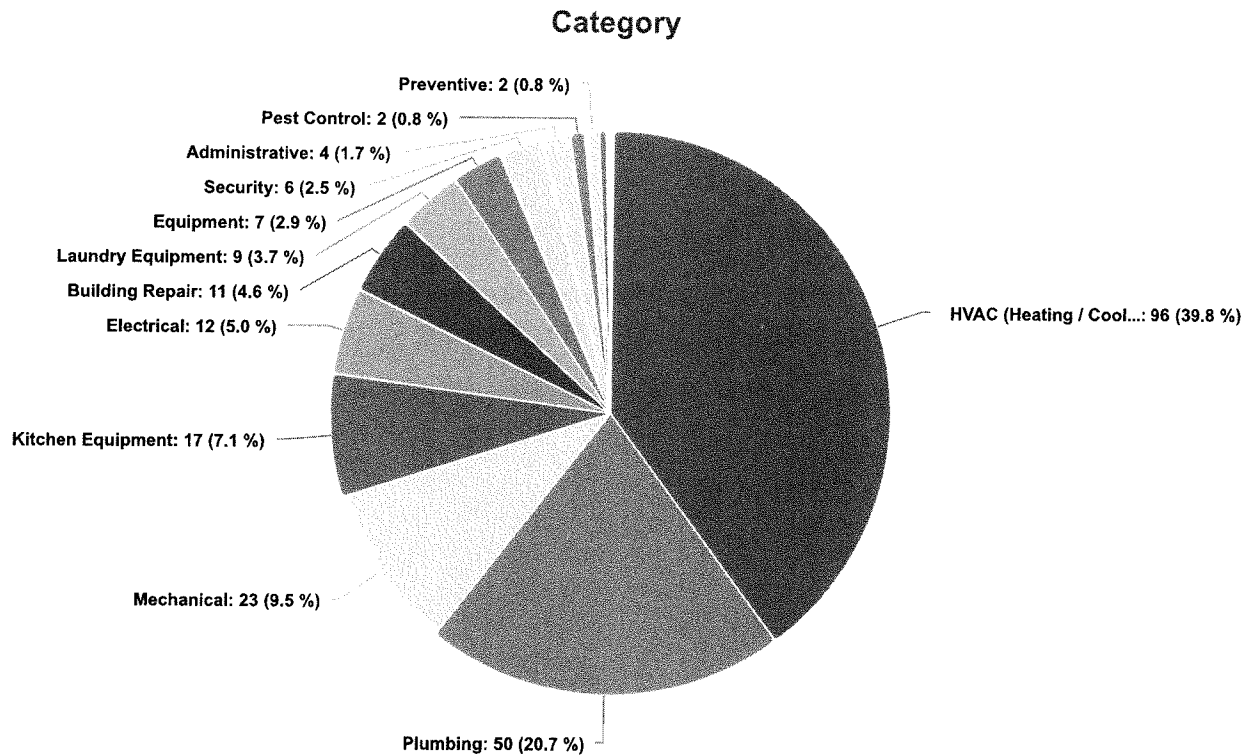
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 BCOT Academy Day 8	2 BCOT Academy Day 9	3	4
5 BCOT Academy Day 10	6 BCOT Academy Day 11	7 BCOT Academy Day 12	8 BCOT Academy Day 13	9 BCOT Academy Day 14	10	11
12 BCOT Academy Day 15	13 BCOT Academy Day 16	14 BCOT Academy Day 17	15 BCOT Academy Day 18	16 BCOT Academy Day 19	17	18
19 Holiday President's Day-	20 BCOT Academy Day 20	21 -CCAP training -Completed trainee files. -Created vender	22 -PPCD online training -Admin Meeting	23 -Completed Station Inventories -Facility Tour	24	25
26 PPCD Instructor Training	27 PPCD Instructor Training	28 -Revied FTO packets -Updated Rosters	29 -Admin Meeting -Completed OJT grant paperwork -Conducted DB Hearings			

[illegible]

Lebanon County Correctional Facility

Lebanon County - Prison Board Report

Printed: 3/15/2024 11:12 AM

**Report Criteria**

- Repair Center is Lebanon County Correctional Facility
- Status is not equal to Canceled or Denied
- Complete is between '2/1/2024' AND '2/29/2024'

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Administrative				
Administrative	LCCF-5578	cyber security Training MIHR	Preventive / Inspection	PM Completed
Administrative	LCCF-5581	Cyber Security and protecting mobile device training on MIHR	Training	Completed
Administrative	LCCF-5587	Cyber Security Protecting your PC: Daily Precautions training on MIHR	Training	Completed
Administrative	LCCF-5617	MIHR Training on 5s Methodology.	Training	Trained
Administrative - 4 Total:				
Building Repair				
Building Repair	LCCF-5608	Exam Room unsecured wall panel	Defective Part	Repaired
Building Repair	LCCF-5613	There are 4 floor tiles that broke and came loose from the floor at the three kettles in the kitchen. There is now a hole in the floor that can cause a fall risk.	Defective Part	Replaced
Building Repair	LCCF-5550	Monthly, Facility Safety Inspection	Preventive / Inspection	PM Completed
Building Repair	LCCF-5648	Test multiple areas for mold	Preventive / Inspection	Contractor to Repair
Building Repair	LCCF-5574	Kitchen inmate shoe repair	Constant Use	Repaired
Building Repair	LCCF-5576	repair kitchen inmate glasses	Constant Use	Repaired
Building Repair	LCCF-5580	vent loose and hanging from ceiling.	Defective Part	Repaired
Building Repair	LCCF-5582	fabricate storage rails for compressed gas cylinders.	New Install	Completed
Building Repair	LCCF-5584	Window Broken in central control	Defective Part	Completed
Building Repair	LCCF-5553	drywall male locker room	Abuse	Repaired
Building Repair	LCCF-5654	repair kitchen inmate shoes	Preventive / Inspection	PM Completed
Building Repair - 11 Total:				
Electrical				
Electrical	LCCF-5676	Outmate lights out in restroom	Abuse	Reset
Electrical	LCCF-5677	Control Room Power Strip	Defective Part	Replaced

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Electrical	LCCF-5490	Monthly, Emergency Lighting	Preventive / Inspection	PM Completed
Electrical	LCCF-5420	Monthly, Transfer Switch	Preventive / Inspection	PM Completed
Electrical	LCCF-5421	Monthly, Transfer Switch	Preventive / Inspection	PM Completed
Electrical	LCCF-5422	Monthly, Transfer Switch	Preventive / Inspection	PM Completed
Electrical	LCCF-5489	Monthly, Emergency Lighting	Preventive / Inspection	PM Completed
Electrical	LCCF-5488	Monthly, Emergency Lighting	Preventive / Inspection	PM Completed
Electrical	LCCF-5621	Choice, survey escort	Escort Contractor	Escorted Contractor
Electrical	LCCF-5622	Move Double Ovens for painting	Remove / Relocate	Relocated / Reinstalled
Electrical	LCCF-5610	Phones not working	IT / Computer	Adjusted
Electrical	LCCF-5077	electrical plates were pulled off wall in blk 6 room 2	Abuse	Replaced
Electrical - 12 Total:				

Equipment

Equipment	LCCF-5624	Block 6 tv	Defective Part	Repaired
Equipment	LCCF-5577	trash cart's wheels are not working	Defective Part	Repaired
Equipment	LCCF-5575	clock on the wall stopped working	Defective Part	Out of Service
Equipment	LCCF-5551	repair glasses for Palmer	Defective Part	Repaired
Equipment	LCCF-5675	Replace seal on Dryer door glass.	Constant Use	Replaced
Equipment	LCCF-5626	A floater cart broke. One of the upright supports came loose from the cart. The cart was placed by the maintenance door in the back hallway.	Defective Part	Replaced
Equipment	LCCF-5681	Cart support broke	Defective Part	Repaired
Equipment - 7 Total:				

Grounds

Grounds	LCCF-5554	CGL training	Preventive / Inspection	PM Completed
Grounds - 1 Total:				

HVAC (Heating / Cooling)

HVAC (Heating / Cooling)	LCCF-5526	Monthly, Condensate Pump	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5459	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5455	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5454	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5467	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5466	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5456	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5451	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5452	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5583	Boiler 2 - Peerless Boiler (004252)	Constant Use	Reset
HVAC (Heating / Cooling)	LCCF-5559	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5563	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5561	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5562	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5560	Weekly, Filter Change	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-5453	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5464	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5462	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5517	Monthly, Unit Heater, Hot Water	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5519	Monthly, Unit Heater, Hot Water	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5472	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5470	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5473	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5633	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5631	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5635	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5632	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5634	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5516	Monthly, Unit Heater, Hot Water	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5599	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5597	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5598	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5596	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5595	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5463	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5484	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5485	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5458	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5457	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5474	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5475	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5522	Monthly, Air Dryer	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5514	Monthly, Unit Heater, Hot Water	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5501	Monthly, Wall Mount, Mini-Split	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5502	Monthly, Wall Mount, Mini-Split	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5479	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5482	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5486	Monthly, Exhaust Hood	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5481	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-5480	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5465	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5478	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5483	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5487	Monthly, Exhaust Hood	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5460	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5649	vacuum return vent	Dirt or Foreign Matter	Cleaned
HVAC (Heating / Cooling)	LCCF-5477	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5471	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5469	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5461	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5468	Monthly, Exhaust Fan	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5411	Monthly, Air Handler Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5435	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5436	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5430	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5432	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5434	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5433	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5431	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5426	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5425	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5424	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5423	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5445	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5444	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5443	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5518	Monthly, Unit Heater, Hot Water	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5666	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5665	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5667	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5668	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5664	Weekly, Filter Change	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5446	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
HVAC (Heating / Cooling)	LCCF-5448	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5428	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5447	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5449	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5429	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5427	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5440	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5437	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5438	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5439	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5441	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5442	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling)	LCCF-5450	Monthly, Roof Top Unit	Preventive / Inspection	PM Completed
HVAC (Heating / Cooling) - 96 Total:				

Kitchen Equipment

Kitchen Equipment	LCCF-5534	Monthly, Freezer, Walk-In	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5532	Monthly, Refrigerator, Walk-In	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5541	Monthly, Oven, Gas	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5549	Monthly, Booster Heater	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5540	Monthly, Oven, Gas	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5538	Monthly, Oven, Gas	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5537	Monthly, Oven, Gas	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5539	Monthly, Oven, Gas	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5418	Monthly, Kettle, Steam	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5419	Monthly, Kettle, Steam	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5543	Monthly, Food Slicer	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5548	Monthly, Range Hood	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5542	Monthly, Griddle, Gas	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5529	Monthly, Food Mixer	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5536	Monthly, Oven, Gas	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5547	Monthly, Range Hood	Preventive / Inspection	PM Completed
Kitchen Equipment	LCCF-5530	Monthly, Ice Machine	Preventive / Inspection	PM Completed
Kitchen Equipment - 17 Total:				

Laundry Equipment

Laundry Equipment	LCCF-5586	Washer does not spin at all. Laundry KP on last evening shift said the last load for the night, the washer started acting up.	Electrical Failure	Repaired
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Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Laundry Equipment	LCCF-5494	Monthly, Clothes Dryer, Gas	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-5589	Dryer 4 stopped working properly. It will not get hot. It also shows an F2 code.	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-5499	Monthly, Clothes Washer, Comm.	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-5497	Monthly, Clothes Dryer, Gas	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-5495	Monthly, Clothes Dryer, Gas	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-5496	Monthly, Clothes Dryer, Gas	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-5498	Monthly, Clothes Washer, Comm.	Preventive / Inspection	PM Completed
Laundry Equipment	LCCF-5500	Monthly, Clothes Washer, Comm.	Preventive / Inspection	PM Completed
Laundry Equipment - 9 Total:				

Life Safety

Life Safety	LCCF-5504	Monthly, Fire Alarm / Annunciator Panel	Preventive / Inspection	PM Completed
Life Safety - 1 Total:				

Mechanical

Mechanical	LCCF-5628	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-5661	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-5528	Monthly, Door, Roll-Up	Preventive / Inspection	PM Completed
Mechanical	LCCF-5527	Monthly, Air Curtain	Preventive / Inspection	PM Completed
Mechanical	LCCF-5627	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-5592	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-5521	Monthly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-5591	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-5414	Monthly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-5637	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-5636	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-5639	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-5603	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-5600	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-5601	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-5556	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-5555	Weekly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-5415	Monthly, Emergency Generator	Preventive / Inspection	PM Completed
Mechanical	LCCF-5569	Weekly, Air Compressor	Preventive / Inspection	PM Completed
Mechanical	LCCF-5566	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-5567	Weekly, Boiler	Preventive / Inspection	PM Completed
Mechanical	LCCF-5412	Monthly, Boiler	Preventive / Inspection	PM Completed

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Mechanical	LCCF-5413	Monthly, Boiler	Preventive / Inspection	PM Completed
Mechanical - 23 Total:				
Pest Control				
Pest Control	LCCF-5616	Orkin pest control	Preventive / Inspection	PM Completed
Pest Control	LCCF-5682	Orkin pest control	Preventive / Inspection	PM Completed
Pest Control - 2 Total:				
Plumbing				
Plumbing	LCCF-5512	Monthly, Water Heater, Domestic Gas	Preventive / Inspection	PM Completed
Plumbing	LCCF-5630	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-5658	Female Housing Block 5 cell 73 toilet clogged inmates used plunger with no success.	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-5657	Toilet in the med dorm is backing up and the inmates cant get it to go down	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-5655	Restroom toilet clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-5656	Cell 73	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-5629	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-5650	Cell 37,38 clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-5651	Cell B leak	Defective Part	Repaired
Plumbing	LCCF-5652	Shower drains	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-5679	Cell 73 clogged	Constant Use	Unclogged
Plumbing	LCCF-5662	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-5513	Monthly, Water Heater, Domestic Gas	Preventive / Inspection	PM Completed
Plumbing	LCCF-5520	Monthly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-5594	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-5607	Cell 17 toilet cell 16 sink clogged	Preventive / Inspection	PM Completed
Plumbing	LCCF-5620	Cell 38 toilet clog	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-5623	Day Room Pencil sharpener and clogged sink	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-5638	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-5640	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-5641	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-5642	Cell 40 toilet clog	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-5612	Cell 5 toilet clogged	Defective Part	Replaced
Plumbing	LCCF-5593	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-5511	Monthly, Water Heater, Domestic Gas	Preventive / Inspection	PM Completed
Plumbing	LCCF-5605	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-5604	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-5611	Cell B sink clogged	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-5493	Monthly, Drinking Fountain	Preventive / Inspection	PM Completed
Plumbing	LCCF-5609	Cell 70,71,69 toilet clogged	Constant Use	Unclogged

Category Name	Work Order #	Reason	Failure Reason Name	Solution Name
Plumbing	LCCF-5618	Urinal will not flush	Defective Part	Replaced
Plumbing	LCCF-5552	Restroom Urinal leak	Abuse	Adjusted
Plumbing	LCCF-5492	Monthly, Drinking Fountain	Preventive / Inspection	PM Completed
Plumbing	LCCF-5558	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-5568	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-5506	Monthly, Expansion Tank	Preventive / Inspection	PM Completed
Plumbing	LCCF-5525	Monthly, Heat Exchanger	Preventive / Inspection	PM Completed
Plumbing	LCCF-5524	Monthly, Hot Water Storage Tank	Preventive / Inspection	PM Completed
Plumbing	LCCF-5510	Monthly, Water Circulating Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-5508	Monthly, Water Circulating Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-5523	Monthly, Hot Water Storage Tank	Preventive / Inspection	PM Completed
Plumbing	LCCF-5570	Weekly, Macerator (Muffin Monster)	Preventive / Inspection	PM Completed
Plumbing	LCCF-5571	Weekly, Lift Station Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-5557	Weekly, Drain	Preventive / Inspection	PM Completed
Plumbing	LCCF-5579	Inmate Showers drain clog	Dirt or Foreign Matter	Unclogged
Plumbing	LCCF-5507	Monthly, Water Circulating Pump	Preventive / Inspection	PM Completed
Plumbing	LCCF-5573	Block 1 cell 16 toilet clogged	Defective Part	Replaced
Plumbing	LCCF-5602	Weekly, Water Softener	Preventive / Inspection	PM Completed
Plumbing	LCCF-5491	Monthly, Drinking Fountain	Preventive / Inspection	PM Completed
Plumbing	LCCF-5505	Monthly, Expansion Tank	Preventive / Inspection	PM Completed
Plumbing - 50 Total:				

Preventive

Preventive	LCCF-5625	Mechanical Equipment Room	Dirt or Foreign Matter	Cleaned
Preventive	LCCF-5659	Heat Recovery Unit (004001)	Preventive / Inspection	PM Completed
Preventive - 2 Total:				

Security

Security	LCCF-5680	METAL COVER FOR GTL	Defective Part	Repaired
Security	LCCF-5678	Broken hasp/ detail closet door	Abuse	Replaced
Security	LCCF-5643	Cell 57 gate	Vibration	Repaired
Security	LCCF-5606	Dumbwaiter (004306) broken handle.	Constant Use	Repaired
Security	LCCF-5614	Razor wire fence	Dirt or Foreign Matter	Cleaned
Security	LCCF-5585	Door Problem Iron gate in OUTMATE that leads to the outside isn't working	Constant Use	Found to be OK
Security - 6 Total:				

LEBANON COUNTY CORRECTIONAL FACILITY	Tina M. Litz, Warden J Giles , Deputy Warden of Operations Rebecca A Davis , Deputy Warden of Treatment Ray. H. Arnold. Director of Work Release Daniel J Waltz Director of Security, Edward Potter. Director of Training	730 E. Walnut Street Lebanon, Pa. 17042 Phone: (717) 274-5451 Fax: (717) 274-1338 www.lebcounty.org
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March 21 , 2024,
MARCH. PRISON BOARD MEETING
DETAIL SECTION

This Report Covers February 1, 2024, to February. 29, 2024

The Detail Section consists of the following persons:

INSIDE: Inside detail consisted of (12) different male inmates.

OUTSIDE: Outside detail consisted of (04) different male inmates.

FEMALE: Consists of (05) different female inmates.

0 : Pretrial Detainee (non-sentenced inmates) inmates working on Outside Detail crew.

0 : Pretrial Detainee inmates working on Inside Detail crew.

201 Request slips were handled by Detail section.

The following transpired since the last prison board meeting:

On a Daily Basis:

1. Cleaned the inside of LCCF.
2. Performed various duties and work assignments within LCCF.

On a Weekly Basis:

3. Maintained the exterior grounds of LCCF.
4. Maintained the exterior grounds of all county property's

Total Detail hours worked from February . 1, 2023 through February . 31, 2023

Inside:	<u>1150</u>
Outside:	180
Total:	1330

Respectfully Submitted,



Detail SGT Gibson



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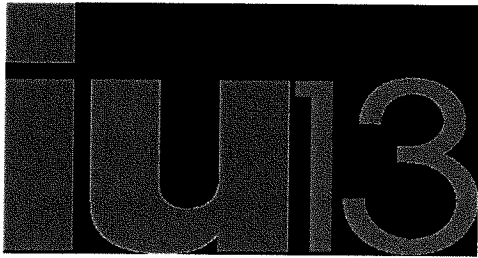
Prison Board Report

February, 2024

Worship Services (English Male)	4	11
Worship Services (Spanish Male)	6	8
Worship Services (English Female)	4	7
12 Step Classes (English Male)	13	3
12 Step Classes (English Female)	5	12
Bible Study Classes (English Male)	14	8
Bible Study Classes (Spanish Male)	10	3
Bible Study Classes (English Female)	12	5
Individual Counseling Sessions		61
Request Slips Answered		312
Housing Area Visits		14

Respectfully Submitted

Rev Marilyn A. Nolte
LCCF Chaplain Manager



**Lancaster – Lebanon Intermediate Unit #13
High School Age Education Program**

Monthly Report for February 2024

E.S. (Emotional Support) Program:

The student must meet criteria under Chapter 14 of the Special Education Regulations for the state of Pennsylvania. The student has a disability, and the education program is delivered through and Individual Education Plan (IEP). The student works towards the IEP goals and objectives to meet graduation requirements. IEP grade reports are issued quarterly. Upon completion a diploma is issued.

Requirements:

- Age 21 or under.
- Student has a disability as per the Individuals with Disabilities Education Act/Chapter 14.
- Has not completed High School and has an IEP.

0 - Total Students

Alternative Education Program:

The student is regular education in an alternative education program. All students will work on all academic skills to meet graduation requirements. Upon completion of cumulative credit hours, they will receive an Alternative Education High School Diploma.

Requirements:

- Age 21 or under
- Previously enrolled in Regular Education
- Have not completed High School or G.E.D.

4 - Total Students

4 - Total Students for month of February

0 – Total Requests/Interviews conducted this month

Respectfully Submitted,

Stephanie M. Warner
IU13 Teacher

Lancaster-Lebanon Intermediate Unit #13

Lebanon County Correctional Facility

Community Education Program

Monthly Report for: **February, 2024**

H.S.E. High School Equivalency

HiSET Exams passed, by LCCF Students, in February	<u>6</u>
Sessions to prepare students for the HiSET exams: (3 sessions per day)	<u>24</u>
Request Slips Received:	<u>16</u>

Respectfully Submitted,

Ken Travis
HSE Instructor